

Membership Balance Plan
Board on Coastal Engineering Research

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, under the provisions of 33 U.S.C. § 426-2, the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended), and 41 C.F.R. § 102-3.50(a), established the Board on Coastal Engineering Research (“the Board”).

2. Mission/Function: The Board shall provide the Coastal Engineering Research Center, through the Chief of Engineers/Commander (“the Chief of Engineers”), U.S. Army Corps of Engineers (“the Corps of Engineers”), independent advice and recommendations on reports of investigations made concerning shore erosion on coastal and lake waters and the protection of such shores.

3. Points of View: The Board shall be composed of not more than seven members, of whom four shall be officers of the Corps of Engineers and three shall be civilian engineers recommended by the Chief of Engineers due to his or her expertise in the field of beach erosion, shore protection, and the coastal aspects of Corps of Engineers programs and projects.

DoD, pursuant to the authorizing legislation, shall appoint four officers of the Corps of Engineers to the Board as ex officio appointments with one position being occupied by the Deputy Commanding General for Civil and Emergency Operations, U.S. Army Corps of Engineers. The other three shall be appointed from among the eight coastal division commanders.

DoD, in selecting potential candidates for the Board, reviews the educational, experiential, and professional credentials of individuals and bases its selection on this review and the subject matters expected to be handled by the Board. DoD has found that viewing the complex environmental issues facing the Board through an interdisciplinary advisory committee provides the Department and, more importantly, the American public, with a broader understanding of the issues on which to base subsequent policy decisions.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Board members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C § 3109 and to serve as special government employee (SGE) members. Board membership shall be renewed on an annual basis by the Secretary of Defense.

The Board’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Board’s Sponsor. In addition, DoD, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

4. Other Balance Factors: None

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5. Candidate Identification Process: DoD, in selecting potential candidates for this advisory committee, reviews the educational and professional credentials of individuals with extensive professional experience and expertise in the fields of coastal engineering, beach erosion, shore protection, natural sciences (e.g., biological, ecological, etc.), and other related sciences. Potential candidates may be identified by the Board's staff, current or past Board members, senior scientists, senior officials, and project managers of the Corps of Engineers.

Once potential candidates are identified, the Designated Federal Officer (DFO), in consultation with the Board's President and senior experts from the Corps of Engineers, will review the credentials of each individual and narrow the list of potential candidates. The DFO will forward the list of potential candidates to the Secretary of the Army, through the Chief of Engineers and the Assistant Secretary of the Army (Civil Works). During the Secretary of the Army review, the Secretary will strive to achieve a balance between the educational and professional credentials of the individual candidates and the subject matter that is likely to be reviewed by the Board.

The Chief of Engineers, in consultation with the Assistant Secretary of the Army (Civil Works), shall determine which three of the eight coastal division commanders shall be nominated as ex officio members of the Board; nominations shall be submitted to the Secretary of Defense for approval. The Chief of Engineers, in determining which of the eight coastal division commanders shall serve on the Board, shall consider the individual's tenure as a division commander and his/her expertise in the matters before the Board. The choice of ex officio members shall be considered in conjunction with the annual renewals.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the Office of General Counsel of the DoD and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the Secretary of the Army, as the Board's Sponsor, formally nominates the potential candidates to the Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Following approval by the Secretary of Defense or Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members who are appointed as SGE members.

The Secretary of Defense or Deputy Secretary of Defense may approve the appointment of Board members for a two-year term of service, with annual renewals; however, no member, unless authorized by the the Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees for the Board.

Board and subcommittee member vacancies will be filled in the same manner as described in the previous six paragraphs.

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6. Subcommittee Balance: DoD, when necessary, and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

The Secretary of Defense or Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as members of the Board. Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or new nominees, as recommended by the Board's Sponsor and based upon the subject matters under consideration, but they must be approved by the Secretary of Defense or the Deputy Secretary before participating in any subcommittee work. Subcommittee members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C § 3109 and to serve as SGE members.

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.

8. Date Prepared: March 1, 2013